



FULL-TIME PLAN: *Monthly Charges are posted the first week of each month, and are due by the 20th of that month.* Each month, a Sycamore system notification will be sent to all families who have a balance due*, as a reminder that your account has been charged. System notifications include your current account balance. *If you have a credit balance or zero balance, a notification is not sent.

PART-TIME FLEXIBLE PLAN: While ACED attendance is logged in Sycamore daily, *charges are posted to your account approximately weekly, and are due by the 20th of the month following attendance, (e.g., payments for August charges are due by the 20th of September).* Once all charges for a month have been posted, a Sycamore system notification will be sent to all families who have a balance due*, as a reminder that your account has been charged. System notifications include your current account balance. *If you have a credit balance or zero balance, a notification is not sent.

FOR ALL FAMILIES, due dates are generally flexible. You may access your account at any time, and make payments at any time. It is important to heed end-of-quarter reminders about account payments, however. All accounts must be current in order for report cards to be distributed. ***Overdue payments will result in Quarterly Report Cards being held, and the student's Sycamore account being locked, until all charges are paid in full.***

PAYMENTS can be made directly into your Sycamore account, or by check or cash.

- ◆ ***Payments in Sycamore*** – If you have not paid directly into the Sycamore system before, you will need to set up a payment method, either with a credit card, or with your bank account. Instructions for making payments in Sycamore can be found on the [ACED Page](#) of the school website. **A banking service fee of 2.5% applies to all electronic payments.*
- ◆ ***Payments by Check or Cash**** – Checks should be made payable to “OLP ACED.” All check and cash payments should be enclosed in a sealed envelope, indicating the student's name, and addressed to "ACED." Payments can be dropped off at the school office or sent in to school with your child and given to his/her homeroom teacher.